

**HAMPSTEAD PLANNING & ZONING COMMISSION**  
**MINUTES**  
**November 18, 2020**

The Hampstead Planning & Zoning Commission met on Wednesday, November 18, 2020. Commission Chair Sharon Callahan called the meeting to order at 7:00 p.m. The following Commission Members were present Diane Barrett, Kevin Malinowski, and Deborah Painter. Staff Members present were: Town Manager Tammi Ledley; Assistant Zoning Administrator Jim Roark; and Hampstead Police Chief David Snyder. Price Wagoner, the Carroll County Department of Planning liaison to Hampstead was absent.

Guests present: Brian Wagner, Paul Schollian, Wesley Eyler, Ed Gold, Cole Brown, Sean Davis, David DeVillier, and Steve Rogers.

**Minutes Approval**

Commission Member Deborah Painter made **a motion to approve the October 28, 2020 meeting minutes as presented.** Commission Member Diane Barrett seconded the motion. The motion passed with three votes for, no votes against and no abstentions.

**Business:**

Zoning Administrator, Tammi Ledley gave a report to the Commission on the Main Street Revitalization project. Mrs. Ledley advised that C.J. Miller has laid the final asphalt surface starting at Shiloh Avenue and traveling north to the northern railroad tracks. They will apply the thermoplastic pavement markings as weather permits. After Main Street is paved and marked, another crew is scheduled to apply the space lines on the side parking lots that had been previously paved. Crews are expected to work Sunday to finish the crosswalks. Verizon has evaluated the Verizon lines that are hanging lower than the newly installed lamp post. They will be working to raise the lines on the existing poles and will be replacing 4 poles in the middle of town with taller poles to complete this work. The poles to be replaced are on the south bound lanes north and south of Gill Avenue. This work has not yet been scheduled. All the new cluster boxes have been installed north of 482 except the one that will be located near 1410 North Main Street. The single mailboxes will be removed as the Post Office gradually transfers mail to the new cluster boxes. C.J. Miller has installed the concrete pads for the remaining boxes and the Post Office will install one per month as their budget allows. Power has been dropped to the photocell box that powers the last section of lamp posts. The plan is to have the last lamps lit by Friday after C.J. Miller completes testing. When the construction work has been completed, a final inspection will be conducted. Crews may remain on Main Street addressing items discussed during the inspection.

Mrs. Callahan initiated the discussion on the **Review of Zoning Administrator's Adequate Facilities Study – Hampstead Volunteer Fire Department.** Zoning Administrator, Tammi Ledley, presented the result of the facilities study. The project concept site plan as presented meets the zoning requirements as defined under Chapter 135 of the Town Code. Further, the proposed use is consistent with the surrounding area. The concept site plan complies with all the applicable provisions of the code of the Town of Hampstead and all other state and county codes and provisions. For the Commissions consideration, please refer to and review comments submitted by local and state agencies. Local schools will not be impacted by this project. The proposed use will not create an inadequacy in police protection, recreation services, water facilities or roads, in fire protection or emergency services. The project conforms to the Town of Hampstead Comprehensive Plan, Environmental Comprehensive Plan and the Carroll County Water and Sewer Master Plan. To the

best of our knowledge, the proposed use does not violate the provisions of any enforceable deed restriction of covenants attached to the property. This information is submitted to the commission for your consideration during deliberations for the approval of the concept site plan. This information is accurate to the best of the Zoning Administrators' knowledge.

Mrs. Callahan initiated the discussion on the **motion for the Approval of Sign – Miller & Eyler's Motor Pool, LLC – 844 S. Main Street**. Wesley Eyler, the owner of Miller & Eyler's Motor Pool, LLC, requested to have a sign that is more visible from the street. It will hang on the front of the building and be internally lit.

Ms. Barrett made a **motion for the Approval of Sign – Miller & Eyler's Motor Pool, LLC – 844 S. Main Street internally lit**. Mrs. Painter seconded the motion. The motion passed with three votes for, no votes against and no abstentions.

Mrs. Callahan initiated the discussion on the **motion for the Approval of Concept Plan – Ridge Engineering Expansion – 3987 Hampstead Mexico Road**. Bryan Wagner, civil engineer with CLSI representing Ridge Engineering, introduced himself. Tammi Ledley, Zoning Administrator, made a comment on a recommendation of a sidewalk from the Planning Department. The Town does not recommend a sidewalk on the front of the property.

Ms. Barrett made a **motion for the Approval of Concept Plan – Ridge Engineering Expansion – 3987 Hampstead Mexico Road contingent on the Concept Storm Water approval from the county**. Mr. Malinowski seconded the motion. The motion passed with three votes for, no votes against and no abstentions.

Mrs. Callahan initiated the discussion on the **Approval of Preliminary Plan – Hampstead Overlook**. Sean Davis with MRA, Inc. introduced himself as representing the Hampstead Overlook developers. Mrs. Callahan requested clarification on tree placement in the plan. Mrs. Ledley clarified that trees in the plans are included as part of the future homeowners' private property and are to be between the home and the sidewalk. Mr. Davis requested the commission include their approval of soil disturbance within stream buffer in their motion to approve. .

Ms. Barrett made a **motion for the Approval of Preliminary Plan – Hampstead Overlook including the letter of October 19, 2020 from the Assistant Zoning Administrator regarding the Preliminary Site Plan and the approval of soil disturbance within the stream buffer**. Mrs. Painter seconded the motion. The motion passed with three votes for, no votes against and no abstentions.

Mrs. Callahan initiated the discussion on the **2020 Hampstead Community Comprehensive Plan Discussion – Chapter Eleven**. Assistant Zoning Administrator, Jim Roark, requests the commission review the chapter as submitted for discussion in the next meeting.

Price Wagoner, the Carroll County Department of Planning liaison to Hampstead, was absent. No update given.

#### **Other Business:**

None.

#### **Public Comment:**

None.

Commission Member Deborah Painter made **a motion to adjourn**. Commission Member Diane Barrett seconded the motion. The motion passed with three votes for, no votes against and no abstentions.

ATTEST \_\_\_\_\_ CHAIR \_\_\_\_\_